

# Non-Profit Organization Seeks Executive Assistant

## Qualifications:

- Minimum 2 years experience as an assistant
- Proficient in MS Outlook, Excel, and Word
- Grant writing experience a plus
- Must have experience with payroll preparation

## General Information:

- Will be assistant to President CEO of organization
- \$33,000/yr.

## Contact:

- [Apply online at VOS. Click here to be connected to VOS.](#)
- [Click here for details on VOS Assessment & Resume Builder/Assistance.](#)

**For more information visit the Career Transition Center**

3447 Atlantic Ave.  
Long Beach, CA 90807  
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center  
Department of Community Development  
City of Long Beach  
(562)570-3700 • (800)292-7200  
[www.longbeachworkforce.org](http://www.longbeachworkforce.org)